



MINUTES
Committee of the Whole
March 1, 2010

Committee of the Whole met on Monday, March 1, 2010 at 6:30 PM at City Hall, Council Chambers, 30 West Central Street, Chippewa Falls, WI.

Council Members: Michael Dahlby, Brian Flynn, CW King, Jason Anderson, Jane Lardahl, Dennis Doughty, Susan Zukowski

Attendees: Mayor Greg Hoffman, Lynne Bauer, Bill Forrest, Nancy Flynn, Russ Blair, Pat Popple, Sheryl Shipman, Sue Holm, Rory Olson

1. Discuss department and community priorities with possible recommendations to the Council.

Discussion of department and community priorities. Bill Forrest, interim administrator, indicated he has had little time to work with department heads on priorities / issues, but believe a couple of the current issues being addressed are cellular phone policy and an investment policy. There has been limited discussions regarding the impact on departments due to limited resources following the retirements at the end of 2009. Mayor Hoffman and Finance Manager Lynne Bauer also indicated that there were no pending issues they were aware of at this time.

The Council was presented with a list of priorities generated in 2006 during the long-term planning process. There was general discussion about the Council will follow up in April with department heads.

Motion by Anderson/Dahlby to direct Department Heads to review the April 2006 priorities list (attached) and prepare a report to the Council of those items that have been completed, the status of the remaining items and add any additional items for the April 5th, 2010 Committee of the Whole Meeting. All present, voting aye, motion carried.

Mike Dahlby asked that we continue to keep environmental concerns on the forefront of community priorities as members of the 1st ward continue to raise this as a priority.

The Council is also looking for an update on the status of the comprehensive plan. Mayor Hoffman indicated that Jayson Smith is waiting on word on receiving grant funds at this time.

2. Discuss department reorganization and restructuring options with possible recommendations to the Council. To be included is the establishment of a framework direction and development of a workflow calendar.

Bill Forrest and Jason Anderson met to discuss Jason's 2009 work on potential reorganization. He has also started discussions with Glen and Bill on the potential of combining parks and streets, but has not discussed with Rick Rubenzer at this time. Additional time will be needed to go out and observe the workflow within the department.

The intent of the council on reorganization was discussed, and it is important to note that the goal is not reduction in staff, rather an increase in service efficiency and the ability to maximize the use of our resources (staff and equipment).

Bill noted a number of concerns for the council to consider:

- Need to be good at accounting for transportation costs so we don't risk transportation funding
- Need to establish a job/function work order system
- Can't reduce either operation to status of an orphan step-child
- Need to review and probably re-write all job descriptions
- Need to be cognizant of union contracts
- Need commitment from council on hardware and software investment
- Data sharing service options with the county should be explored

Options that Bill Forrest would provide the council at this time include:

- Cross training of resources
- Combined motor pool

Bill Forrest indicated that he is currently uncomfortable taking on restructuring as an interim administrator and we should consider waiting for an administrator to be in place. He does believe it will be reasonable to develop a calendar for reorganization though. The council discussed waiting and determined that we do need to take action. The discussions of restructuring/reorganization has been ongoing since the middle of 2009 as the Council worked through the 2010 budget. The Council wants to make sure that we are providing the support to our departments and the community and need to focus on tackling the restructuring/reorganization in order to help the City operate efficiently with the reduction in staff.

The Council would like to see the City start looking into centralized purchasing of both goods and services. This could include working with group purchasing consortiums, but at a minimum should consolidate purchasing into one area within the City. The first step in the process will be beginning to track purchases and from there the process for purchasing can be defined.

Motion by King/Dahlby to have all purchases of goods and services recorded in a spreadsheet to be provided by Alderman Anderson effective 3/1/10 to track purchases and allow for compilation of purchases for

further analysis. All present, voting aye, motion carried.

Motion by Dahlby/King to direct committee #2 to start the process of developing and implementing a clerical support pool and report progress to the Committee of the Whole on 4/5/10 with a target implementation date of 8/1/10. All present, voting aye, motion carried.

Motion by Anderson/King to direct the Street Manager to assemble a master list of all city owned equipment by working with all department heads. In addition that a utilization summary by piece of equipment be included and reported to committee #4 by 4/6/10 to work on developing a consolidated asset management plan. (to include motorized vehicles as well as all other equipment to include but not limited to chainsaws, drills, saws, computers, etc.) All present voting aye, motion carried.

Motion by Anderson/Flynn to direct the Street Manager and the Park Director to develop plan to cross-function teams to better utilize staffing and provide monthly updates to Committee #2, with the first update beginning on 4/8/10. All present, voting aye, motion carried.

Motion by Anderson/Zukowski to direct committee #4 to address software options for developing a workflow system. All present, voting aye, motion carried.

Motion by Anderson/Flynn to direct committee #2 to explore modifying the current City Clerk/Finance Manager position into two separate positions. All present, voting aye, motion carried.

The Council will hold a Committee of the Whole meeting on Monday March 15th at 6:00 pm to meet with Department Heads and any city employees who would like to attend to have an open discussion on restructuring and reorganization. This will include a presentation of information on the background of this project, the motions that have been made and the reasoning and intent of said actions.

3. Contemplated Closed Session under 19.85(1)(b) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to:

- a) Discuss city administrator candidate qualifications and further procedures.

May return to open session for possible recommendations to the Council.

Motion by Zukowski/Anderson to go into closed session under 19.85(1)(b) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to: Discuss city administrator candidate qualifications and further procedures. To include all alderpersons and the Mayor. May return to open session for possible recommendations to the Council. Roll call vote: Zukowski – aye, Anderson – aye, Dahlby – aye, Flynn – aye, King – aye, Lardahl – aye,

Doughty – aye. Motion carried.

Motion by Zukowski/King to return to open session. All present voting aye, motion carried.

Motion by King/Anderson to not fill the vacant City Administrator position at this time. Roll call vote: King – aye, Anderson – aye, Dahlby – aye, Flynn – aye, Lardahl – aye, Doughty – no, Zukowski – no. Motion carried.

4. Adjournment

Motion by Zukowski/Lardahl to adjourn. Adjourned at 9:08 pm.

Minutes Submitted by:
Susan Zukowski, Chairperson

PRIORITIES FROM 7 CATEGORIES OF CITY LONG RANGE PLANNING
APRIL 20, 2006

Committee A – Capital Improvement and Facilities Management Plans:

- 1.) Restructure City Improvements Plan (CIP)
 - a. Make CIP a true five year plan updated annually
 - b. Only include large construction, vehicle and equipment purchases in Plan
 - c. Automatically review all CIP items deferred by Council in prior years
- 2.) Develop centralized purchasing rules for all CIP project bidding
- 3.) Establish 4-5 year CIP depreciation fund with seed money from land sales
- 4.) Create shared equipment pool with all City depts. and other Gov't units.
- 5.) Shift Wastewater connection, maintenance and construction costs to WW Utility and take off of general tax levy
- 6.) Develop Short/Long Term Facilities Plan
- 7.) Create Long Term Streets and Grounds Maintenance Plans
- 8.) Place revenues from future land sales in Equipment Depreciation Fund
- 9.) Create and maintain a Capital Asset Inventory
- 10.) Conduct utilization study of City buildings and plan for future (see #6)

Committee B – Cultural Development, Events, Festivals and Tourism

- 1.) Identify all annual city wide events and festivals
 - a. Assign City departments to assist with each event as appropriate
 - b. Raise awareness and promote them with partner organizations
 - c. Use the City web-site to promote to them to the public
 - d. Identify new events and assist in developing (ex. Renaissance Fair, Yellowstone Trail and Dorais Field, etc.)
- 2.) Make City facilities (Parks, City Hall auditorium, Library meeting rooms) available for community wide events)
- 3.) Negotiate for Public Access (Cable) coverage

- 4.) Strengthen taxpayer support of not-for profits (CFMIT, Heyde Center, History Museum, Geneology Center, etc.)
- 5.) Create outdoor theatre by the River
- 6.) Work heavily with Chippewa Valley Visitors and Tourism Bureau
- 7.) Get involved with Hwy 29 Partnership
- 8.) Facility upkeep and development of the following is vital:
 - a. Walking trail on River b. Expand Zoo c. Irvine Park roads
 - d. Swimming Pool e. Hockey Arena (New ice sheet)
 - f. Riverfront Park & Bike Trail expansion g. Bike Trail expansion

Committee C – Customer/resident relations, personnel training, and citizen Participation

- 1.) Re-design City website and put common documents on it
- 2.) Identify customer service “bottlenecks” – address these issues
- 3.) Publish informational articles in the Herald and on the Web
- 4.) Arrange customer training for City staff
- 5.) Conduct Study of Telephone answering and routing system
- 6.) Share common data bases among and between departments
- 7.) Enhance Citizen participation in City government by:
 - a. Supplementing School Civic Classes (Adults)
 - b. Restructure City government to encourage public to attend
 - c. Implement Cable Public Access channel (s)
 - d. Encourage more citizens to run for office
 - e. Shorten and reduce City Council and committee meetings
- 8.) Provide more professional training for City staff
- 9.) Explore web page design options utilizing college/H.S. students
- 10.) Put Frequently Asked Questions from citizens on the web.

Committee – D Economic and industrial development

- 1.) Maintain sufficient inventory of industrial and commercial sites
- 2.) Delineate roles of all Economic Development partners
- 3.) Administer Downtown Loan Fund of \$500,000
- 4.) Identify and acquire enough land for next industrial park
- 5.) Work with Chippewa County Economic Development Commission to market industrial and new commercial spaces
- 6.) Work with Main Street to continue to revitalize the Down Town
- 7.) Develop CapStar commercial/residential project
 - a. Assist on site plan construction through TIF monies and incentives
 - b. Assist w/marketing, demographics and Planned Unit Development
- 8.) Develop riverfront park by Excel dam
- 9.) Promote riverfront development and Bridge Street entrance by transferring TIF funds and obtaining State/Federal development monies
- 10.) Use incentives to grow economy and to diversify business
- 11.) City should do more service sector marketing

Committee – E Growth Identification, Environmental Issues, and Transportation Planning

- 1.) Transportation priorities
 - a. Limit traffic volume in residential areas
 - b. Design more efficient intersections
 - c. Classify main arteries/highways in City
- 2.) Growth Issues
 - a. Gear-up for increased population impacts (i.e. traffic, public services and housing)
 - b. Protect City water supplies
 - c. Continue policy – “No extension of City services in Towns without annexation”
 - d. Consult Chippewa Falls School district on long term growth
 - e. Ensure compliance with Smart Growth

- 3.) Environmental Concerns
 - a. Update wetlands, Shore land protection, and Well head protection plans and ordinances
 - b. Promote and expand public access to recycling
 - c. Guard water quality of Duncan Creek and Chippewa River
- 4.) Require land dedications and improvements
 - a. Require large developers to pay for new streets, lights and utilities, or
 - b. Make fee payments or land dedications to public services and facilities
- 5.) Review and update Municipal Codes
 - a. Sub-division and platting
 - b. Telecommunications
 - c. Planned Unit Developments (zoning)
- 6.) Explore having more than one private vender to provide recycling to residential properties (like Eau Claire)
- 7.) Provide a system of way-finding signs to City sites and services
- 8.) Reconsider annexation policy to get other towns and villages to pay for contracted extensions of city utilities and services
- 9.) Consider City asset replacement policy
- 10.) Provide incentives for neighborhood housing revitalization efforts by residents in certain areas of the City

Committee – F Security, Public Safety, and Employee Safety Issues

- 1.) Update Homeland Security/Emergency Plan
 - a. Update area plan with other governments and State agencies
 - b. Review specific threats (i.e. water, power, chemical spills, terrorist acts, tornado, floods, etc.)
 - c. Ensure for redundancy, training, and orderly evacuation routes
- 2.) Plan for future staffing of Police, Fire, EMS and Public Works staff
- 3.) Need for Fire Station #2 replacement
- 4.) Transition into Emergency Medical Technician –Paramedic
- 5.) Increase safety standards at all large public events

- 6.) Review safety at public facilities (i.e. ball fields, bike trails, parks and pool)
- 7.) Update City employee wellness policies and create wellness program
- 8.) Engage Community in safety preparations and plans
- 9.) Identify Fire Station #2 location and attempt to achieve developer dedication

Committee G – Technology and Communication Improvements (phones, computers, e-mail and paper-less government)

- 1.) New Phone system for City Hall, Streets Department, and Fire Stations 1 & 2
- 2.) Upgrade sound system for City Council meetings
- 3.) Redesign and maintain City web-site
- 4.) Expand City Informational Technology through intergovernmental contracts
- 5.) Explore new software for financial reports and billing
- 6.) Promote E-Government by:
 - a. Posting all City agendas and minutes on Web
 - b. Storing most financial and legal documents electronically
 - c. Encourage all staff to put permits, licenses, and common documents on PDF, available for downloading
 - d. Provide lap-top computers to officials for City meetings
- 7.) Develop computer replacement schedule through data processing department
- 8.) Provide more City computer security
- 9.) Do on-line archiving/storage of historical records and documents in compliance with State historical records law

